

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: WASTEWATER PLANT SUPERVISOR

DEFINITION

Under general supervision, to perform skilled and supervisory work in the operational control of wastewater treatment processes for effective and efficient operations; to insure that the wastewater is processed and discharged according to all health and environmental regulations; and perform related work as required.

REPORTS TO: Wastewater Operations Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Operations Superintendent. Exercises both general and direct supervision over operations and division staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and participate in the operation of wastewater treatment facilities to control flow and processing of wastewater, sludge, effluent and support processes; monitor gauges, meters and control panels; observe variations in operating conditions, interpreting meter and gauge readings; and test results to determine processing requirement.
- Maintain such records as logging operations, test results, maintenance work performed, chemical use and operating conditions.
- Review and evaluate records for process control.
- Provide direction and instructions to operations staff to control facility/wastewater processes.
- Provide assistance with contractor tie-ins or shutdowns.
- Plan and coordinate start-up of new processes or equipment.
- Evaluate and review operations of new equipment and processes.
- Perform frequent inspections of facility equipment/processes and review operating procedures to assure their efficient operation.
- Participate in the operation of the plant to solve difficult or unusual problems.
- Read and interpret plant piping and distribution plans; assist in locating and troubleshooting plant malfunctions.
- Organize, operate and maintain plant record system and computer database.
- Recommend and initiate improved work methods and procedures.
- Assist in the training of existing and new employees.
- Write technical reports and instructions for the operation of process equipment and systems.

- Wear a self-contained breathing apparatus as required.
- Research and investigate information for development of process parameters and standard operating procedures.
- Perform analysis and laboratory tests as necessary to monitor plant and process performance.
- Evaluate alternate proposals and make sound recommendations.
- Conduct surveillance of facilities to determine safety, efficiency of operation, cleanliness and maintenance requirements.
- Ensure that the facility process operations satisfy requirements established by regulatory agencies.
- Monitor operating efficiency of the wastewater treatment plant; develop and implement methods of improving plant efficiency.
- Plan, assign, schedule, supervise, motivate and evaluate employees as assigned.
- Order supplies and materials; prepare cost estimates; develop equipment specifications.
- Develop and implement goals, objectives, policies and priorities for the Treatment Services Section.
- Prepare/review regulatory reports.
- Serve as Acting Wastewater Operations Manager as required.

QUALIFICATIONS

Knowledge of:

- Modern wastewater process control practices and principles.
- Operation and preventive maintenance of modern primary, secondary and advanced wastewater treatment plants and related processes.
- Mechanical, electrical, instrumentation and hydraulic principles as they apply to the operation of a wastewater treatment plant.
- Wastewater sampling, preservation of samples, standard process control tests and wastewater math.
- Modern training and supervisory techniques.
- Personal computers and distributed control systems.
- Laboratory equipment and procedures.
- Principles and practices of supervision, training and evaluation.
- Basic English composition and grammar.

Ability to:

- Perform all plant operations without direct supervision.
- Prepare detailed reports and maintain records.
- Develop new operation systems through research.
- Interpret plant piping and distribution plans.

- Analyze and develop improved methods and procedures.
- Supervise and train personnel.
- Perform laboratory analysis as needed.
- Wear a self-contained breathing apparatus.
- Deal effectively with others and exercise sound judgement in emergency situations.
- Work shifts, weekends and holidays as scheduled.
- Understand and interpret engineering plans and specifications.
- Communicate clearly and concisely, orally and in writing.
- Prepare memos and reports.
- Respond to emergency calls; work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education Experience:

A Bachelor's Degree with a major related to wastewater treatment and which includes a minimum of 30 units of basic science courses; **AND** two years of experience performing the functions of a wastewater treatment plant operator;

OR

An Associate's Degree or completion of 60 semester units at a college or university, either of which includes 15 semester units of basic science courses; **AND** four years of experience performing the functions of a wastewater treatment plant operator;

OR

Graduation from high school or equivalent **AND** six years of experience performing the functions of a wastewater treatment plant operator;

OR

Four years of experience performing the functions of a wastewater treatment plant operator while certified as a Grade III operator;

AND

Three years of experience in a supervisor/management level position is required.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of an active Grade IV Wastewater Treatment Plant Operator certificate issued by the State of California.

Possession of a Grade V Wastewater Treatment Plant Operator certificate issued by the State of California within 18 months of appointment.*

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Plant Supervisor

TO: Wastewater Operations Superintendent

*Wastewater Operations Supervisors hired or promoted prior to 11/2002 are "grand-fathered" so a Grade V certificate is not a requirement.